**ACADEMIC MISCONDUCT POLICY**

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**Academic Misconduct Policy**

**Policy Overview**

Academic misconduct is dishonest, unacceptable and not allowed by CGCS If you are discovered or suspected of academic misconduct, CGCS will investigate, and this may result in disciplinary action being taken.

The following sections give some examples of academic misconduct.

1. **Cheating**

Cheating is acting unfairly or dishonestly to gain an advantage.

1. **Plagiarism**

Plagiarism is:

* Taking someone else’s work, images or ideas and passing it off as your own;
* Using the computer, either the Internet, or information stored on any type of disk. USB pen or similar device, or a hard copy or floppy disk which belongs to someone else and passing it off as your own.

1. **Collusion**

Collusion is secretly agreeing with another to cheat or deceive

**CGCS’s expectations of its students**

You will:

* Only hand in your own original work for assessment;
* Show when you have used information provided by someone else by giving the person’s name and where you found the information in your work (or in your portfolio).
  + For example, if you use someone else’s words you will enclose the quote with inverted commas. You will also repeat this information at the end of the piece in a bibliography or references section.
* You should seek advice and guidance from tutors if you are unsure how to do this properly.
* Similarly show when you have downloaded information from the Internet.

You will never:

* Use another person’s disk as if it were your own work
* Nor copy work from a disk belonging to someone else and use it as if it were your own.
* Use someone else’s artwork, pictures or graphics (including graphs, spreadsheets etc.) as if it they were made by you
* Let other students use or copy from your work and pass it off as if it was their own original work.

**CGCS’s investigation of academic misconduct**

All cases of suspected academic misconduct will be fully investigated by CGCS If academic misconduct is proven disciplinary action will be taken. The outcome will depend on the severity of the offence. The member of staff who has looked into what you have done will decide how serious the case is at first and will then consult senior colleagues. The claims against your wrongdoing will be written down so that you know the case you have to answer.

**CGCS’s classification of academic misconduct**

CGCS considers some cases to be academic misconduct and some as gross academic misconduct. CGCS deals with cases of gross academic misconduct more severely. The following sections give information on this classification, together with guidance on the actions CGCS will take.

**Academic Misconduct**

**Cases of academic misconduct**

Cases of academic misconduct include

* Copying from books without acknowledgement which has a significant contribution to the overall work;
* Limited plagiarism from professional work (not course books);
* Limited copying of other candidates’ work (hard copy or from electronic media), or excessive help within one piece of work;
* Limited downloading of information from the Internet;
* The use of model answers downloaded from the Internet;
* The assessed work contributes to final grade;
* Repeated minor cases of academic misconduct.

**CGCS’s action in cases of academic misconduct**

What you have done will be discussed with you in a private tutorial. As a result of these discussions CGCS may take one of the following actions depending on how serious what you have done;

* Your mark or assessment grade will be reduced;
* You will have work returned to re-do and hand it in for remarking;
* You will be awarded a zero mark;
* You may not be allowed to take the unit/exam/test again
* You will be given a warning about how you must act in the future

**Gross Academic Misconduct**

**Cases of gross academic misconduct**

Cases of gross academic misconduct include:

* Extensive copying of textbooks in one piece of work or limited copying in two or more pieces of work which makes a significant contribution to the work/s;
* Extensive plagiarism of professional works (more than 100 words);
* Buying, selling or stealing of work;
* Repeated evidence of extensive use of information from the Internet without acknowledgement;
* Using model internet answers;
* Using past candidates’ work from previous years;
* Undue help from outside CGCS;
* Repeated cases of academic misconduct.

**CGCS’s action in cases of gross academic misconduct**

What you have done will be discussed with you in a private tutorial. As a result of these discussions CGCS may take one of the following actions depending on how serious what you have done appears to CGCS:

* A zero grade in the exam/test/module is given;
* The assessed work is not awarded a mark grade;
* You are not allowed to re-sit the exam or test;
* You are not allowed to re-do the piece of assessed work;
* You are disqualified from your course;
* You are excluded from CGCS
* Further action by CGCS

In all cases of academic misconduct CGCS will:

* Make a note on your progress record of the allegation, the outcome and any penalty you are given.

In all instances of academic misconduct CGCS may:

* Inform the relevant examining body what you have done, in accordance with the awarding body’s/examining board’s policy
* Inform external examiners/verifiers of what you have done, in accordance with the awarding body’s examining board’s policy;
* Use the recorded information if CGCS is asked to provide a reference for you.